



**NEW JERSEY TURNPIKE AUTHORITY
REQUEST FOR PROPOSAL**

FOR

REAL ESTATE BROKER SERVICES

RM-107898

MAY 2014

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SECTION I -- INTRODUCTION

Enclosed herewith is a Request for Proposal (“RFP”) by the New Jersey Turnpike Authority (“Authority”) soliciting proposals from qualified firms or individuals with demonstrated competency and outstanding qualifications to provide real estate brokerage services for the disposition of real properties no longer needed for the Authority’s purposes (“Surplus Property”) owned by the Authority throughout the State of New Jersey, (as further described in Section III, the “Services”). As the Authority’s individual Surplus Properties are located throughout the State of New Jersey and are suitable for both residential and commercial use, depending on the applicable zoning and other laws, the Authority intends to procure the services of more than one broker under this procurement (“Successful Broker(s)”). However, each individual Surplus Property will be listed with only one Broker at a time.

The Authority has divided its Surplus Properties into various geographic area (“Zones”) throughout the State of New Jersey, as set forth in Section III. **The Authority is seeking at least one (1) Broker to provide real estate brokerage services for each of the Zones.** All interested and qualified providers (“Brokers”) may submit proposals (“Proposals”) to provide real estate brokerage services for as many Zones for which they meet the requirements set forth in this RFP.

The Proposals must be responsive to all of the requirements of this RFP. The Authority intends to select Successful Broker(s) to perform the Services based on the evaluation criteria set forth in Section IV.

The Successful Broker(s) (as hereinafter defined) will be awarded a contract (the “Services Agreement”) for a term of two (2) years, with the option to extend for two (2) additional one – year terms at the Authority’s sole discretion.

The solicitation of Proposals is being conducted pursuant to the statutes and laws of the State of New Jersey, as found in *N.J.S.A. 27:23-6.1*, and Executive Order No. 37 (Corzine, 2006), and the regulations and policies of the Authority with regard to the procurement of professional services. Furthermore, Proposals are being solicited through a fair and open process in accordance with *N.J.S.A. 19:44A-20.1*, et seq. In addition, Brokers are required to comply with the Equal Employment Opportunity (“EEO”) requirements of P.L. 1075, C.127 and (*N.J.A.C. 17:27*).

Upon review of all Proposals, the Authority may request that one or more Brokers appear for an oral presentation focusing on how their proposed approach and solution will satisfy the requirements of this RFP. The Authority may limit the number of Brokers that can make oral presentations to permit efficient competition among the most highly rated Proposals. Should an oral presentation be requested, it will be an opportunity for each invited Broker to introduce its staff to the Authority, address how the Broker will provide the Services, and to present supplementary information regarding its Proposal and credentials as related to the specific needs of the Authority. The Broker may use handouts, display boards, products and other materials during this oral presentation; provided, however, that the presentation will be restricted to a maximum time period specified by the Authority, including the time allotted for a question and answer period. Information relating to the Broker’s recent experience on similar assignments,

approach to the Services and the use of innovative and/or cost effective measures should be included in the oral presentation.

Broker(s) invited to make an oral presentation may submit a best and final offer (“BAFO”) either during oral presentation or within two (2) business days following the presentation. The BAFO can modify any aspect of the Proposal provided the RFP requirements continue to be satisfied and provided further that the revised price proposal of the BAFO is not higher than the original price proposal.

After evaluating Proposals of those invited to make an oral presentation, an evaluation committee consisting of representatives of the Authority (“Evaluation Committee”) may enter into negotiations with same. The primary purpose of negotiations is to maximize the Authority’s ability to get the best value based on the requirements and evaluation criteria set forth in the RFP. Negotiations may involve the identification of significant weaknesses ambiguities and other deficiencies in the Proposal, including price, that could limit awarding a Service Agreement to the Broker. More rounds of negotiations may be held with one Broker than another. Negotiations will be structured to safeguard information and ensure that all Brokers in the competitive range are treated fairly.

After evaluation of the BAFO submissions and any subsequent negotiations, the Evaluation Committee will recommend to the Executive Director to award a contract to the Broker(s) whose Proposal(s), conforming to the RFP, are most advantageous to the Authority, price and other factors considered. The Executive Director may accept, reject or modify the recommendation of the Evaluation Committee. The Executive Director may negotiate further reductions in price with the recommended Broker(s).

Negotiations will be conducted only in those circumstances where they are deemed by the Authority to be in the Authority’s best interests and to maximize the Authority’s abilities to get the best value. Therefore, Brokers are advised to submit their best price proposals in response to this RFP, because the Authority, may, after evaluation, make an award based solely on the content of these initial submissions, without further negotiations with the Broker.

A DRAFT FORM OF THE SERVICES AGREEMENT IS ATTACHED. (See Appendix 1). ANY PROPOSED MODIFICATIONS TO THE SERVICES AGREEMENT MUST BE IDENTIFIED AND SUBMITTED WITH YOUR RESPONSE TO THIS RFP; OTHERWISE, BY SUBMISSION OF YOUR RESPONSE, YOU WILL BE DEEMED TO HAVE ACCEPTED THE SERVICES AGREEMENT ATTACHED HEREIN AND WILL BE FORECLOSED FROM NEGOTIATING ANY CHANGES TO THE SERVICES AGREEMENT.

End of Section I

SECTION II -- ADMINISTRATIVE AND CONTRACTUAL INFORMATION

A. Purpose

This RFP contains a Scope of Services (Section III) that outlines the Authority's needs.

B. Inquiries

ONLY type-written inquiries concerning the RFP will be accepted. They should be directed to Andrea E. Ward, Director, Procurement and Materials Management ("PMM") Department, New Jersey Turnpike Authority, P.O. Box 5042, Woodbridge, New Jersey 07095-5042. Inquiries by FAX or e-mail are acceptable. The FAX number is 732-750-5399. The email address is sjennings@turnpike.state.nj.us. The inquiry deadline is **4:30 P.M. E.T., Tuesday, May 27, 2014**. Inquiries will not be entertained after this date and time.

A BROKER IS NOT PERMITTED TO MAKE INQUIRIES OF OR DISCUSS OR QUESTION ANY AUTHORITY EMPLOYEE, STATE EMPLOYEE OR COUNSEL OR CONSULTANT TO THE AUTHORITY ABOUT THIS RFP WHILE THIS RFP IS OUTSTANDING, EXCEPT AS OTHERWISE SET FORTH HEREIN. IT IS NOT APPROPRIATE FOR ANY BROKER TO CONTACT ANY AUTHORITY COMMISSIONER OR ANY STATE OFFICIAL OR EMPLOYEE DURING THE RFP PROCESS. FAILURE TO COMPLY WITH THIS GUIDELINE MAY RESULT IN DISQUALIFICATION OF THE BROKER

C. Closing Date

One (1) original and seven (7) copies of the Broker's Proposal must be received no later than **4:30 PM E.T., Wednesday, June 11, 2014** addressed to: Andrea E. Ward, Director, Procurement and Materials Management Department as follows:

Regular Mail

New Jersey Turnpike Authority
P. O. Box 5042
Woodbridge, NJ 07095

Federal Express or Other Overnight Delivery

New Jersey Turnpike Authority
581 Main Street
Woodbridge, NJ 07095

Proposals not delivered by the stated time and date shall not be considered unless the time is extended by the Authority pursuant to a written addendum issued by the Authority (the "Addendum").

Brokers mailing Proposals should allow for normal mail delivery time to ensure timely receipt of their RFP Responses. Please be advised that using overnight /next-day delivery service does not guarantee overnight/next-day deliveries to our location.

D. The Proposals

It is anticipated that the Proposal will provide a concise and precise delineation of the Broker's ability to meet all of the requirements of the Authority as provided for in this RFP.

E. Proposer vs. Broker

The terms "Proposer" and "Broker" are used frequently, and may be used interchangeably; however, "Proposer" is intended to identify the entity submitting a Proposal, while "Broker" is the entity to whom the Services Agreement is awarded (also referred to as the Successful Broker.)

F. Signatures

Proposals must be signed by an officer authorized to make a binding commitment for the Broker.

G. Incurring Costs

The Authority shall not be liable for any costs incurred by any Broker in the preparation of its Proposal.

H. Addendum to RFP

If at any time prior to receiving Proposals it becomes necessary to revise any part of this RFP, or if the Authority determines that additional information is necessary to enable Brokers to adequately interpret the provisions of this RFP, the Authority will issue an Addendum to this RFP. Upon issuance, each such Addendum shall be deemed to be a part of this RFP.

I. Acceptance of Proposals

This RFP does not commit the Authority to make an award. The contents of the Proposal shall become a contractual obligation, if, in fact, a Proposal is accepted and a Services Agreement is entered into with the Authority. The Authority may award a Services Agreement solely on the basis of the Proposal submitted without any negotiations. The Authority reserves all rights to engage in negotiations as described in Section I if it deems it in its best interests. Failure of a Broker to adhere to and/or honor any or all of the obligations of its Proposal may result in rescission of any award of the Services Agreement by the Authority.

J. Rejection of Proposals

The Authority reserves the right to reject any and all Proposals. The Authority shall not be obligated at any time to make an award to any Broker.

K. Final Agreement

Any Services Agreement entered into with a Successful Broker shall be satisfactory to the Authority in accordance with the laws of the State of New Jersey. The provisions of the attached Services Agreement, not otherwise set forth in this RFP, are hereby incorporated into this RFP. It is understood that any Services Agreement that may be awarded will be on the basis of a professional agreement for services within the intent of

the statutes and laws of the State of New Jersey, including, without limitations *N.J.S.A. 27:23-6.1*.

L. Dissemination of Information

Information included in this document or in any way associated with this RFP is intended for use only by the Broker and the Authority and is to remain the property of the Authority. Under no circumstances shall any of said information be published, copied or used, except in replying to this RFP.

M. Public Records

Any Proposal received from a Broker in response to this RFP constitutes a public document that will be made available to the public upon request pursuant to New Jersey's Open Public Records Act, *N.J.S.A. 47:1A-1* et seq. A Broker may request the Authority's General Counsel to deem certain sections of its proposal containing personal, financial or proprietary information non-disclosable, which determination shall be in accordance with such act.

N. News Releases

No news releases pertaining to this RFP or any project to which it may relate shall be made without the Authority's approval.

O. Affirmative Action

The Broker must certify that it does not discriminate in the hiring or promotion of any minorities, as designated by the Equal Employment Opportunity Commission of the United States of America, or the Department of Civil Rights of the State of New Jersey; and that it does not discriminate against any person or persons on the basis of race, creed, age, color, sex, national origin, ancestry, marital status and affectional or sexual orientation or handicap.

In addition, the Broker must complete the appropriate forms. The following are included in Section VI:

Exhibit A – Mandatory Equal Employment Opportunity Language

Exhibit B – Affirmative Action Information Sheet

However, if a Broker maintains a current Letter of Federal Approval, or a current Certificate of Employee Information Report Approval as issued by the Department of the Treasury, State of New Jersey, it may be submitted in place of the State of New Jersey Affirmative Action Employee Information Report ("Form AA-302"). The appropriate form must be completed and submitted to the Authority by the Successful Broker immediately after being notified of award of the Agreement.

P. Small Business Enterprises Requirements

It is the policy of the Authority that small businesses (each a "small business enterprise" or "SBE") as determined and defined by the State of New Jersey, Division of Minority and Women Business Development ("Division") and the New Jersey Department of the

Treasury (“Treasury”) should have the opportunity to participate in Authority contracts (*N.J.A.C. 17:13-1.1*, et seq.).

To the extent the Broker engages subcontractors or sub-consultants to perform any of the Services for the Authority pursuant to the Services Agreement, the Broker must demonstrate to the Authority’s satisfaction that a good faith effort will be made to utilize subcontractors and sub-consultants who are registered with the Division as SBEs in the State of New Jersey.

As set forth in *N.J.A.C. 17:13-4.3*, a “good faith effort” is described as follows:

1. Brokers shall attempt to locate qualified potential small business subcontractors;
2. Brokers must obtain a listing of small businesses from the Treasury website if none are known to the Broker;
3. Each Broker shall keep a record of its efforts, including the names of businesses contacted and the means and results of such contacts;
4. Brokers shall provide all potential subcontractors with detailed information regarding the specifications; and
5. Brokers shall attempt, wherever possible, to negotiate prices with potential subcontractors submitting higher than acceptable price quotes.

Furthermore, the Broker shall submit proof of its subcontractors’ and/or sub-consultants’ SBE registrations on the form attached as Exhibit K, if applicable, and shall complete such other forms as may be required by the Authority for reporting to the State of New Jersey as to SBE participation.

Q. Division of Revenue Registration

Pursuant to the terms of *N.J.S.A. 52:32-44*, the Successful Broker is required to provide to the Authority proof of valid business registration with the Division of Revenue in the Department of the Treasury, prior to entering into an agreement with the Authority. **The Services Agreement shall not be entered into by the Authority unless the Broker first provides proof of valid business registration.** In addition, the Successful Broker is required to receive from any sub-consultant it uses for goods and services under the Services Agreement, proof of valid business registration with the Division of Revenue and provide to the Authority proof thereof. The Authority shall not enter into a Services Agreement unless the sub-consultant first provides proof of valid business registration. Please include a copy of the Broker’s and any sub-consultants’ Certificate of Registration with the Proposal submission. (Exhibit J)

All questions regarding this requirement should be referred to the Division of Revenue hotline at (609) 292-9292.

R. State Political Contributions Notice: Public Law 2005, Chapter 51 and Executive Order 117

The Successful Broker will receive the applicable forms, Chapter 51 and E.O. 117, from the Authority's PMM Department to be completed and returned to the Authority for submission to the State Treasurer. Upon approval by the State Treasurer, the Authority will prepare a Service Agreement for execution. (Appendix 2)

S. Affidavit of Moral Integrity

Together with the Proposal, the Broker must submit an Affidavit of Moral Integrity on the form attached hereto for review by the Authority's General Counsel. (Exhibit C)

T. Code of Ethical Standards

Applicants are advised that the Authority has adopted the New Jersey Uniform Code of Ethics ("Code"), a copy of which can be viewed by going to the following web site: <http://nj.gov/ethics/docs/ethics/uniformcode.pdf> By submitting a response hereto, Broker agrees to be subject to the intent and purpose of said Code and to the requirements of the New Jersey State Ethics Commission.

U. Tolls

It is the policy of the Authority not to offer toll free passage on its roadways for its contractors, providers or vendors. See *N.J.S.A. 27:23-25* and *N.J.A.C. 19:9-1.19*.

V. Proposals Become Property of the Authority

All Proposals shall become the property of the Authority upon receipt and will not be returned.

W. Right To Audit Clause

The Successful Broker shall keep and maintain proper and adequate books, records and accounts accurately reflecting all costs and amounts billed to the Authority with regard to this RFP. The Authority, its employees, officers, or representatives shall have the right upon written request and reasonable notice, to inspect and examine all books and records related to the Successful Broker's books and records specific to the Proposal and Agreement. Such records shall be retained by Successful Broker for at least five (5) years after termination of the Service Agreement. In no event shall books and records be disposed of or destroyed of prior to five (5) years or during any dispute or claim between the Authority and the Successful Broker with regard to the RFP.

Pursuant to *N.J.S.A. 52:15C-14(d)*, relevant records of private vendors or other persons entering into contracts with the Authority are subject to audit or review by the New Jersey Office of the State Comptroller. Therefore, the Successful Broker shall maintain all documentation related to products, transactions or services under this Agreement for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

X. Ownership Disclosure Form

Each Broker shall return to the Authority with its Proposal a completed, Ownership Disclosure Form set forth as Exhibit D. Failure to include the completed and signed form may be grounds for rejection of a Brokers' Proposal.

Y. Vendor Disclosure Form N.J.S.A. 52:34-13.2

N.J.S.A. 52:34-13.2 requires that all parties seeking business under a contract with the Authority disclose the origin and location of the performance of their services that are the subject of the contract. Each Broker shall return to the Authority with its Proposal as completed, dated and certified Vendor Disclosure Form set forth as Exhibit E.

Z. Notice to All Proposers of Set-Off for State Tax

Each Broker shall return to the Authority with its Proposal a signed and dated "Notice to all Proposers of Set-Off for State Tax" set forth as Exhibit G which advises Proposers of the State of New Jersey's right to set-off any tax indebtedness from payments made under agreements with the Authority.

AA. Affidavit of Non-Collusion

Each Broker shall return to the Authority with its Proposal a completed, dated, signed and witnessed Affidavit of Non-Collusion set forth as Exhibit I. Failure to include the completed and signed form may be grounds for rejection of a Broker's Proposal.

BB. Disclosure of Investment in Iran

New Jersey Public Law 2012, C.25 (N.J.S.A. 52:32-J5) requires disclosure by all parties seeking to enter into a contract with the Authority that is worth \$20,000,000 or more, to disclose whether or not the business is engaged in specific investment activities in Iran. Each Broker shall return to the Authority with its Proposal the completed dated form entitled "Disclosure of Investment Activities in Iran" as set forth in Exhibit F. Failure to include the completed and signed form may be grounds for rejection of Broker's Proposal.

CC. Liabilities to the Authority

In the event of any liabilities and debts of the Broker to the Authority, whether or not related to the Services are unpaid past their due date at the time the Proposal was submitted, a Broker's Proposal will be rejected.

DD. Proposal Schedule

Closing Date for Submission of Inquiries (4:30 PM, E.T.)	May 27, 2014
Closing Date of Receipt of Proposals (4:30 PM, E.T.)	June 11, 2014
Oral Presentation [Tentative]	June 24 & 25, 2014
Tentative Commission Approval	July 22, 2014

End of Section II

SECTION III -- SCOPE OF SERVICES

A. Organization and Function of the New Jersey Turnpike Authority

The Authority owns and operates the New Jersey Turnpike, the Garden State Parkway and owns the PNC Bank Arts Center. It was created by the New Jersey Turnpike Authority Act of 1948, as amended and supplemented *N.J.S.A. 27:23-1 et seq.* (the “Act”). The Act authorizes the Authority to construct, maintain, repair, and operate the New Jersey Turnpike, to collect tolls, and to issue Turnpike revenue bonds or notes, subject to approval of the Governor. On May 27, 2003, the Act was amended to empower the Turnpike to assume all powers, rights, obligations and duties of the New Jersey Highway Authority, which owned and operated the Garden State Parkway and owns the PNC Bank Arts Center. The Authority Board of Commissioners consists of eight members: five members appointed by the Governor, one appointed by the Governor upon the recommendation of the President of the Senate, one appointed by the Governor upon recommendation of the Speaker of the General Assembly, and the Commissioner of the State Department of Transportation. At this time, the Commissioner of the Department of Transportation serves as Chair of the Commission.

B. General Scope

Real Estate Activities by the Authority

The Authority owns thousands of acres of real property throughout the State of New Jersey, most of which is contained within the New Jersey Turnpike and Garden State Parkway rights of way (ROWs). However, certain of the real property owned by the Authority has been determined to be Surplus Property as it is surplus to the needs of the Authority. It is the Authority’s intent to sell or otherwise dispose of this Surplus Property in the manner most beneficial to the Authority, in accordance with the Authority’s Surplus Property Policy (“Policy”), a copy of which is attached hereto as Appendix 3. Under the Policy, if no bids are received for a property after it is publicly advertised for sale, the property may be listed with a broker for sale on behalf of the Authority with the understanding that approval of the sale by the Authority must be obtained prior to closing.

C. Detailed Scope

1. Geographic Zones for the Provision of Brokerage Services

The Authority has divided its Surplus Properties into various geographic zones throughout the State of New Jersey. The Surplus Properties zoned for residential use are divided into six zones (“Residential Zones”) as listed below:

- Residential Zone A: Bergen, Passaic and Hudson Counties
- Residential Zone B: Essex and Union Counties
- Residential Zone C: Mercer and Middlesex Counties

Residential Zone D: Monmouth and Ocean Counties
Residential Zone E: Burlington, Atlantic and Cape May Counties
Residential Zone F: Camden, Gloucester and Salem Counties

The Surplus Properties zoned for non-residential (e.g., commercial/industrial) use are divided into three zones (“Commercial Zones”) as listed below:

Commercial Zone 1: Northern New Jersey (Bergen, Hudson, Passaic, Essex, and Union Counties)

Commercial Zone 2: Central New Jersey (Middlesex, Mercer, Monmouth and Ocean Counties)

Commercial Zone 3: Southern New Jersey (Burlington, Camden, Gloucester, Salem, Atlantic and Cape May Counties)

The Authority is seeking at least one (1) Broker to provide real estate brokerage services for each of the Residential and Commercial Zones. Brokers may submit a proposal for more than one Zone; however the award of contracts for each of the Zones is within the sole discretion of the Authority. If no responsive proposals are received for a particular Residential or Commercial Zone, the Authority reserves the right to assign individual Surplus Property listings to a Successful Broker in a different Zone, if the Authority determines that it is in its best interests to do so. In the case of Surplus Properties zoned for mixed uses, the Authority shall determine in its sole discretion whether the property should be listed with a Successful Broker in either of the applicable Residential or Commercial Zones.

2. Term

The term of the Agreement will be for two years, with two one-year options to extend at the Authority’s sole discretion.

Individual Surplus Properties will be listed on an exclusive basis with a single Broker for a period of at least six months. If no contract to sell the Property is signed within such time, the Authority may, in its sole discretion, continue to list the Property with such Broker or transfer the listing to another Broker.

At the Authority’s sole option, Brokers may be permitted to retain listings of individual Surplus Properties beyond the term of the Agreement if the Authority determines that such would be in the best interests of the Authority.

3. Available Property Listings

Currently, the Authority has several Surplus Properties which, under the Policy, may be listed with a real estate broker as the Properties have been offered for sale at public bid, and no bids have been received. A complete list of the currently available Surplus Properties is attached hereto as Appendix 4. As the Authority regularly issues new public

bid offerings of its Surplus Property, the Authority anticipates several more individual Surplus Properties to be listed with Successful Broker(s) in the applicable Zones throughout the term of the Agreement.

4. Duties of the Successful Brokers

The Successful Broker shall perform the following services for the Authority:

- a. Develop and implement marketing strategies for the sale of the Surplus Properties to yield the highest financial benefits for the Authority. This shall include, at a minimum, the listing of the Surplus Properties on applicable listing services for commercial and/or residential properties, including the Multiple Listing Service (“MLS”) and commonly used real estate listing websites.
- b. Provide a monthly report to the assigned Authority staff contact about current/new marketing efforts, contacts, leads and other developments.
- c. Maintain timely telephone and email contact with Authority staff and prospective purchasers of Surplus Property.
- d. Negotiate with potential purchasers of Surplus Property on behalf of, and as directed by, the Authority. This includes analyzing and evaluating any offers presented and advising the Authority with respect to same, and preparing and presenting any counter-offers or addenda as directed by the Authority.
- e. Coordinate with the Authority’s staff and outside consultants, including the Authority’s Real Estate Consultant and outside counsel, as necessary to provide the required services. This includes any activities deemed necessary by the Authority or its consultants to close the real estate transactions.
- f. Handle all other activities and services customarily provided by real estate brokers in the State of New Jersey, as requested by the Authority.
- g. Comply at all times with all applicable laws and regulations in the performance of services as set forth herein.

5. Compensation

Compensation for the services shall be solely through a set real estate brokerage commission (“Commission”) paid through escrow at the close of sale of each individual Surplus Property. The proposal must indicate the Broker’s compensation requirement for the Services in terms of a requested Commission for the sale of each Surplus Property listed with that Broker. By submitting the Proposal, the Broker acknowledges and agrees that the Commission is the only compensation, direct or indirect, that the Broker will receive under the Service Agreement. Payment of the Commission is subject to the following terms:

- a. The Authority will not be responsible for any portion of the Commission to be shared by a Successful Broker with a buyer's real estate broker. The Authority will not compensate a buyer's broker and in no event will the Authority pay more commission for the sale of an individual Surplus Property than the agreed-upon Commission due to the Successful Broker for such sale. The Successful Broker is solely responsible for any and all payments of any commission to any buyer's broker.
- b. If the sale of any individual Surplus Property does not close escrow for whatever reason, the Successful Broker will not be entitled to any compensation for any services related to that Property. The Authority shall not incur any responsibility for expenses or services rendered by any Successful Broker in the performance of the Service Agreement. The Successful Broker(s) shall bear all costs for preparing the Proposal, attending meetings, participating in conference calls, marketing the Surplus Property, soliciting buyers, showing the Property to prospective buyers, conducting open houses, and all other all professional, administrative and clerical services and all out-of-pocket expenses incurred in connection with the completion of the Services required herein.

6. Minimum Qualifications

Proposals will be accepted only from those Brokers who meet the following, minimum requirements:

- a. Brokers must be licensed by the State of New Jersey as a real estate broker, and such license must remain valid throughout the term of the Agreement.
- b. Brokers must have a minimum of five (5) years' experience in providing real estate brokerage services of the type and in the geographic location of the Zone(s) for which a proposal is made. For example, a Broker who seeks to perform services in Residential Zone D must have a minimum of five (5) years' experience in providing residential real estate brokerage services in Monmouth and/or Ocean County. A Broker who seeks to perform services in Commercial Zone 1 must have a minimum of five (5) years' experience in providing commercial real estate brokerage services in at least one of the counties in that Zone.
- c. Brokers must not have any disqualifying conflicts of interest that may affect or involve the provision of Services to the Authority, including but not limited to conflicts with real estate consultants or law firms providing services to the State or the Authority and State employees or Authority employees.

End of Section III

SECTION IV – RFP RESPONSE, EVALUATION FACTORS AND CRITERIA

A. General

1. A Proposal is requested from the Proposer. The Proposal will detail the Proposer's experience, personnel, proposed scope and approach, and any other relevant information.
2. All portions of this RFP and the Proposal are considered to be part of the Services Agreement to be entered into between the Authority and the Successful Broker(s) and will be incorporated by reference.
3. All the documents listed in the (Check List in Section VI) must be submitted in order for a Proposal to be considered responsive to this RFP.
4. Proposers shall provide copies of audited financial statements or federal income tax returns for their firm for the past three years. Also, Proposers are encouraged to provide current independent financial ratings from New Jersey state and nationally recognized/consensus rating bureaus (e.g. AM Best, Moody's, Standard & Poor's), if applicable.

B. Required Components of the Proposals

The Scope of Services (Section III) is intended to outline the Authority's needs. The Proposal should thoroughly define the Proposer's proposed scope and approach to the Services.

1. General Requirements:

- a. Provide a cover letter identifying the Residential and/or Commercial Zone or Zones for which you are submitting a Proposal. **Only one Proposal per Proposer should be submitted, listing all Zones for which approval is sought.**
- b. Provide the name, title, business address, e-mail address, telephone number and fax number of the individual the Authority should contact regarding your Proposal.
- c. For Proposers that are firms, provide a brief description of your firm, its ownership structure and its state/country of incorporation or formation. Describe your firm's physical presence in the State of New Jersey, including the number of offices, the number of employees and the type of business activity conducted in the State. Also, please describe the participation of women and minorities in your firm. Please indicate the percentage of your firm that is owned by women and minorities.

- d. Set forth fully the anticipated assigned liaison contact, professional and sub-professional staff to be used in providing the Services. Individual's background and resumes should be included, as well as their anticipated respective functions and responsibilities. Sufficient responsible and professional personnel, with complete and capable supporting staff, must be provided to perform the Services.
- e. Identify any existing or potential conflict of interest, or any relationships that might be considered a conflict of interest, that may affect or involve the provisions of Services to the Authority, including but not limited to conflicts with financial advisors, law firms providing services to the State or the Authority and State employees or Authority employees.
- f. Describe any pending, concluded or threatened litigation, administrative proceedings or federal or state investigations or audits, subpoenas, or other information requests of or involving you or, if a firm, the owners, principals or employees thereof during the period beginning January 1, 2012 through the date of the Proposal. Describe the nature and status of the matter and the resolution, if any.

2. **Broker Experience and Credentials**

- a. Describe in detail the Proposer's history and experience in providing real estate brokerage services in all of the Zone(s) for which the proposal is made. Identify the technical expertise that makes the Broker uniquely qualified for this work, including transactions closed, sale awards and peer recognition.
- b. Identify the anticipated assigned liaison contact with the Authority and the professional and sub-professional staff to be used in providing the Services. Describe the relevant experience of all professional staff providing services, and include individual resumes, as well as their anticipated respective functions and responsibilities. The anticipated liaison contact must possess a valid real estate broker license issued by the State of New Jersey. Provide licensing documentation for all personnel providing real estate brokerage and other services. (Please note that the Proposal will be evaluated based on the experience and qualifications of the entire proposed team. No changes in team composition will be allowed without prior approval of the Authority).
- c. Describe any experience in assisting other public or governmental entities with real estate brokerage services.
- d. Provide at least three (3) client references, including contact information, where the Services provided were comparable to those requested in Section III of this RFQ. The Authority may contact these references.

- e. For the last three (3) years, provide overall volume of real estate commissions received from the Services of the type to be provided to the Authority.
- f. Provide any other information relevant to demonstrating that the Proposer meets and exceeds the minimum requirements set forth in Section III.F.

3. Approach to Providing the Services

- a. Clearly outline the approach that the Proposer intends to utilize in providing the Services, including the Brokers general approach to selling real property and maximizing the financial benefit to the Authority.
- b. For each Surplus Property listed in Appendix 4 that is located within the Zone for which a contract award is sought, provide a preliminary Marketing Plan for the sale of the property. This Marketing Plan should include a detailed list of all tasks necessary to sell the property in a timely fashion and a timeline for such tasks to be accomplished. The Marketing Plan should further describe the methods of identifying potential purchasers and a description of the marketing materials and strategy to be employed by the Proposer, and identify any additional information needed from the Authority to further the Plan.
- c. Provide the location of all Proposer's offices that will service the Authority during the term of the Agreement.

4. Compensation Proposal

- a. State the proposed Commission rate for selling the Authority's Surplus Property as a percentage of the actual sale price.
- b. If the proposed percentage Commission rate is different depending on the type of property sold (e.g., residential property, commercial property, vacant land, improved property), the location of the property, or the time in which the property sells (e.g, a higher rate if the property sells within a set time), so state and give specific proposed Commissions for any listed variable.

C. Evaluation Factors and Criteria

The Proposal will be carefully evaluated for conformance with the requirements of this RFP. Selection of a Proposer will be based upon the Proposal. Proposer will be awarded a maximum of 100 points based upon the following factors:

- | | <u>Points</u> |
|--|---------------|
| 1. Approach to the Services: | 35 |
| <p>Evaluation will include quality and soundness of the Marketing Plan, general comprehension of the requirements of the RFP and general competence. Evaluation will also include the Proposer's ability to provide Services as demonstrated by its proposed staffing plan.</p> | |
| 2. Experience and Credentials of Broker: | 35 |
| <p>Evaluation will include the Proposer's experience providing real estate brokerage services in the Zones for which a contract is sought, especially to governmental or other public agencies. Evaluation will also include review of references, and the qualifications and relevant experience of key personnel.</p> | |
| 3. Compensation for the Services: | 30 |
| <p>Evaluation will include the competitiveness of the Commission proposal. The fees shall include all professional, administrative and clerical services and all out-of-pocket expenses including but not limited to, photo copying, fax, email and computer usage, incurred in connection with the completion of the Services required herein. Travel time or costs are not reimbursable.</p> | |

End of Section IV

SECTION V: INSURANCE

A. Insurance

Prior to the commencement of any activity pursuant to a Services Agreement awarded under this RFP, the Broker shall procure and maintain at its own expense, throughout the term of any resulting contract and until acceptance by the Authority of the Services performed under such Services Agreement, or for a duration as otherwise provided herein, from an insurance carrier acceptable to the Authority, the following insurance coverages:

Commercial General Liability Insurance

1. Broker shall maintain **Commercial General Liability Insurance** (CGL) with a coverage limit of not less than **\$1,000,000 each occurrence**. CGL insurance shall be written on the latest ISO occurrence form without any added restrictions or diminution in coverage (or a substitute form providing at least equivalent coverage) and shall cover liability for bodily injury and property damage arising from premises, operations, independent contractors, products-completed operations and for liability arising from personal injury and advertising injury, and liability assumed under contract. This insurance shall also provide coverage for mental anguish or other mental injury arising from bodily injury. The insurance shall be endorsed to delete the coverage restriction related to work conducted within fifty (50) feet of a railroad, and the XCU exclusions. "The New Jersey Turnpike Authority and its members, commissioners, officers, agents, employees, guests, consultants and volunteers" shall be included as additional insureds on the latest ISO forms providing such status for ongoing operations and products-completed operations without any added restrictions or diminution in coverage (or substitute forms providing at least equivalent coverage). This insurance shall be endorsed to apply as primary insurance and not contribute with any other insurance or self-insurance programs afforded to the Authority. This insurance shall be endorsed to waive the insurance carrier's right of subrogation against The New Jersey Turnpike Authority and its members, commissioners, officers, agents, employees, guests, consultants and volunteers. This insurance shall not contain any provision under which claims made by the Authority against the Broker would not be covered due to the operation of an insured versus insured exclusion. With respect to products and completed operations insurance, Broker shall maintain such insurance for a period of not less than three (3) years following the termination of this Services Agreement,

Commercial Automobile Liability Insurance

2. Broker shall maintain **Commercial Automobile Liability Insurance** covering all vehicles owned or used by Broker with a coverage limit of not less than **\$1,000,000 each occurrence**. Auto insurance shall be written on the latest ISO form without any added restrictions or diminution in coverage (or a substitute form providing at least equivalent coverage) and shall cover liability for bodily injury and property damage. This insurance shall also provide coverage for mental anguish or other mental injury arising from bodily injury. “The New Jersey Turnpike Authority and its members, commissioners, officers, agents, employees, guests, consultants and volunteers” shall be included as additional insureds. This insurance shall apply as primary insurance and not contribute with any other insurance or self-insurance programs afforded to the Authority. Such insurance shall be endorsed to waive the insurance carrier’s right of subrogation against The New Jersey Turnpike Authority and its members, commissioners, officers, agents, employees, guests, consultants and volunteers. This insurance shall not contain any provision under which claims made by the Authority against the Broker would not be covered due to the operation of an insured versus insured exclusion.

Should the Services to be provided pursuant to this RFP require the Broker or any subcontractors, to transport any hazardous materials, hazardous substances, hazardous wastes and contaminated soils, the Broker shall provide the Authority with evidence of levels of financial responsibility as required by the Motor Carrier Act of 1980 and 49 C.F.R., Part 387. The Broker and/or subcontractor, as the case may be, shall provide the Authority with an Endorsement for Motor Carrier Policies of Insurance for Liability under Sections 29 and 30 of the Motor Carrier Act of 1980 (Form MCS-90) issued by the insurer.

Workers’ Compensation and Employers’ Liability Insurance

3. Broker shall maintain **Workers’ Compensation and Employers’ Liability Insurance**. Employers’ liability coverage shall be in a limit not less than **\$1,000,000 Bodily Injury by Disease Each Employee, \$1,000,000 Bodily Injury by Accident-Each Accident, \$1,000,000 Bodily Injury by Disease – Policy Limit**. Workers’ Compensation Insurance shall be provided in accordance with the requirements of the laws of the State of New Jersey and shall include all-states insurance to extend coverage to any state which may be interpreted to have legal jurisdiction. Such policies shall include endorsements to ensure coverage under the U.S. Longshore’s and Harborworkers’ Compensation Act and Maritime Act (Death on the High Seas Act) where required.

Professional Liability Insurance

4. Broker shall maintain **Professional Liability Insurance** covering its errors and omissions and liability assumed under contract with a coverage limit of not less than **\$5,000,000 each occurrence**. “The New Jersey Turnpike Authority and its members, commissioners, officers, agents, employees, guests, consultants and volunteers” shall

be included as additional insureds. This insurance shall be endorsed to apply as primary insurance and not contribute with any other insurance or self-insurance programs afforded to the Authority. This insurance shall be endorsed to waive the insurance carrier's right of subrogation against The New Jersey Turnpike Authority and its members, commissioners, officers, agents, employees, guests, consultants and volunteers. This insurance shall not contain any provision under which claims made by the Authority against the Broker would not be covered due to the operation of an insured versus insured exclusion. The required policy limit for this insurance can be provided by a combination of primary and excess coverages, provided that primary coverage shall be not less than \$1,000,000 and that the excess coverage shall be at least as broad as the primary policy.

5. Any additional insurance policies necessary to obtain required permits or otherwise comply with applicable law, ordinances or regulations regarding the performance of the Work will be provided upon request of the Authority.
 6. All insurance policies shall specify that the territorial limits shall be on a worldwide basis or as otherwise agreed with the Authority. All insurance policies shall provide that not less than 30 days advance written notice of cancellation or material change of any insurance referred to therein shall be given by registered mail to the Law Department, New Jersey Turnpike Authority at P.O. Box 5042, 581 Main Street, Woodbridge, New Jersey 07095. All insurance companies providing coverage shall be authorized to do business in the State of New Jersey and maintain an A.M. Best rating of A-VII or better.
- B.** Any other insurance carried by Broker or subcontractors shall be considered to be primary and any insurance carried by or self-insurance programs afforded to the Authority shall be considered excess and non-contributing with such primary insurance.
- C.** Any other insurance carried by Broker or subcontractors shall also contain a waiver of subrogation clause in favor of the New Jersey Turnpike Authority and its members, commissioners, officers, agents, employees, guests, consultants and volunteers.
- D.** Prior to commencing any services under this Services Agreement and thereafter upon the Authority's request, Broker shall furnish the Authority with a certificate(s) of insurance satisfactory to the Authority and, if requested by the Authority, applicable endorsements and/or a certified duplicate copy of the insurance policy(s) required, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth herein. The Certificates of Insurance shall state that each of the above-required policies has been amended to include the following endorsements and shall be accompanied by copies of the endorsements:
1. "The New Jersey Turnpike Authority and its members, commissioners, officers, agents, employees, guests, consultants and volunteers" shall be included as additional insureds." This statement is not required for the Broker's workers' compensation and employers' liability insurance.

2. Thirty (30) days' notice of cancellation or material change in coverage shall be given by registered mail to the New Jersey Turnpike Authority as specified above.
 3. All policies shall contain a waiver of subrogation clause in favor of the New Jersey Turnpike Authority and its members, commissioners, officers, agents, employees, guests, consultants and volunteers.
 4. With respect to all policies, the other insurance clause under each policy shall be amended to read as follows: "This policy will act as primary insurance and not contribute with policies issued to or self-insurance programs afforded to the New Jersey Turnpike Authority and its members, commissioners, officers, agents, employees, guests, consultants and volunteers"
 5. All certificate(s) shall be mailed to: Director of Purchasing, Purchasing Department, New Jersey Turnpike Authority, P.O. Box 5042, Woodbridge, New Jersey 07095.
- E.** In the event that Broker subcontracts any portion of its obligations pursuant to this RFP, Broker shall require such subcontractor to comply with all of the above insurance requirements as if the subcontractor's name were substituted for any reference to Broker. If any subcontractor cannot comply with this requirement, then such subcontractor shall be added under the Broker's policies as an additional insured.

It is agreed and understood by the parties that the obligation of the Broker to obtain and maintain insurance policies required in accordance with this RFP is an essential term of the RFP and that the Authority relies on the Broker to perform such obligation. The parties further acknowledge and agree that the failure of the Authority to require strict compliance with all the terms and conditions regarding insurance, as set forth in this RFP, and as evidenced by any Certificates of Insurance, Slips and/or Binders, copies of insurance policies, or otherwise, shall not constitute a waiver or amendment of any of the terms, conditions and requirements of this RFP regarding the provision of insurance coverage by the Broker.

The Broker shall ensure that the activities to be performed under this RFP do not violate the terms and conditions of any insurance policy which is or may be provided by the Broker hereunder, and that it shall take all measures necessary to avoid any actions which may lead to cancellation or voidance of such insurance policies.

- F.** In the event that the Broker fails or refuses to maintain or renew any insurance policy required to be maintained herein, or if such policy is cancelled or modified so that the insurance does not meet the requirements contained herein, the Authority may refuse to make payment of monies due under this RFP. The Authority in its sole discretion may use such monies to purchase insurance on behalf of the Broker or subcontractor. During any period when the required insurance is not in effect, the Authority may suspend performance of the Agreement. If the Agreement is so suspended, no additional compensation or extension of time shall be due on account of such suspension. The Authority may waive or modify any insurance requirement set forth herein.

Due to future changes in economic, financial, risk and/or insurance market conditions the Authority at its discretion may modify the above stated insurance requirements

G. NOTWITHSTANDING THAT MINIMUM AMOUNTS OF INSURANCE COVERAGE CARRIED OR REQUIRED TO BE CARRIED BY THE BROKER ARE SPECIFIED HEREIN, THE LIABILITY OF THE BROKER SHALL NOT BE LIMITED TO THE AMOUNTS SO SPECIFIED AND SHALL EXTEND TO ANY AND ALL LIABILITY IN EXCESS OF THE INSURANCE COVERAGES SO PROVIDED NOR SHALL THESE MINIMUM LIMITS PRECLUDE THE AUTHORITY FROM TAKING ANY ACTION AVAILABLE TO IT UNDER THE PROVISIONS OF THE CONTRACT OR OTHERWISE IN LAW.

H. Terms and Deductibles. The Broker shall be responsible for any deductible or self-insured retention, exclusions or lack of coverage in the insurance policies described above. Any deductible or self-insured retention greater than \$5,000 per occurrence must be disclosed to and approved by the Authority. The Authority reserves the right to require that any deductible or self-insured retention be no greater than \$5,000 per occurrence.

End of Section V

SECTION VI: CHECKLIST AND EXHIBITS

CHECKLIST OF ITEMS

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH YOUR PROPOSAL ALONG WITH THIS CHECKLIST ITSELF:

CHECK OFF AS READ, SIGNED & SUBMITTED

	CHECK LIST	
A.	MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE (Professional Services)	
B.	AFFIRMATIVE ACTION INFORMATION SHEET	
C.	AFFIDAVIT OF MORAL INTEGRITY	
D.	OWNERSHIP DISCLOSURE FORM	
E.	VENDOR FIRM DISCLOSURE FORM – EXECUTIVE ORDER 129	
F.	DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN	
G.	NOTICE TO ALL PROPOSERS SET-OFF FOR STATE TAX	
H.	NJ ELECTION LAW ENFORCEMENT COMMISSION REQUIREMENT FOR DISCLOSURE OF POLITICAL CONTRIBUTIONS	
I.	AFFIDAVIT OF NON-COLLUSION	
J.	NJ BUSINESS REGISTRATION CERTIFICATE	
K.	SMALL BUSINESS ENTERPRISE/MINORITY BUSINESS ENTERPRISE/WOMAN BUSINESS ENTERPRISE FORM	
L.	SMALL BUSINESS ENTERPRISE FORM SBE FORM -- PROPOSED SCHEDULE OF SMALL BUSINESS ENTERPRISE PARTICIPATION	
M.	INSURANCE (see Section V of RFP) for Insurance Requirements for the Services Agreement) Submit proof of insurance- either certificate of insurance or letter from broker with proposal.	

(Firm)

(Title)

(Signature)

(Date)

(Name – please print or type)

(Telephone Number/Fax Number)

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICES AGREEMENTS

During the performance of the Services Agreement, the Contractor agrees as follows:

- A. The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.
- B. The contractor or subcontractor, where applicable, will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity, or expression, disability, nationality or sex.
- C. The contractor or subcontractor will send to each labor union, of with which it has a collective bargaining agreement, a notice to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. The contractor or subcontractor where applicable agrees to comply with any regulations promulgated by the Treasurer pursuant to *N.J.S.A. 10:5-31 et seq.*, as amended and supplemented from time to time and the Americans with Disabilities Act.
- E. The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with *N.J.A.C. 17:27-5.2*.
- F. The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity, or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- G. The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms to the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

- H. In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity, or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.
- I. The Contractor shall submit to the public agency, after notification of award but prior to execution of a goods and Services Agreement, one of the following three documents:
- i. Letter of Federal Affirmative Action Plan Approval
 - ii. Certificate of Employee Information Report
 - iii. Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**

The parties to the Services Agreement do hereby agree that the provision of ***N.J.S.A. 10:5-31 et seq.*** dealing with discrimination in employment on public contracts, and the rules and regulations promulgated pursuant thereunto, are hereby made a part of the Services Agreement and are binding upon them.

Submitted by:

Firm Name: _____

By: _____

Title: _____

Date: _____

EXHIBIT B

AFFIRMATIVE ACTION INFORMATION SHEET

IN ACCORDANCE WITH THE TERMS OF THE ATTACHED SERVICES AGREEMENT BROKERS ARE REQUIRED TO SUBMIT ONE OF THE FOLLOWING FORMS RELATING TO COMPLIANCE WITH AFFIRMATIVE ACTION REGULATIONS. PLEASE COMPLETE AND RETURN THIS FORM WITH THE PROPOSAL.

1. The Broker has submitted a Federal Affirmative Action Plan Approval which consists of a valid letter from the Office of Federal Contract Compliance Programs (Good for one year of the date of letter).

YES _____ NO _____

If Yes, a photo copy of the Letter of Approval is to be submitted with the bid.

(OR)

2. The Broker has submitted a Certificate of Employee Information Report pursuant to (*N.J.A.C. 17.27-1.1*) and The State Treasurer has approved said report.

YES _____ NO _____

If Yes, a photo copy of the Certificate is to be submitted with the bid. (Expiration Date on Certificate)

Certificate of Approval Number _____

(OR)

3. If Broker has already submitted the Employee Information Report form to the States' Affirmative Action Office, please return a copy of it with the bid.

If you are the Successful Broker and have none of the above, please contact the Procurement and Materials Management Department at **(732) 750-5300 ext. 8628** within five (5) days of notification of award for AA-302 Form. This AA-302 Form must be forwarded to the States' Affirmative Action Office with the Authority's copy (Pink) returned to the Authority's Procurement and Materials Management Department.

The signature below certifies that one of the above forms of Affirmative Action evidence has been submitted, and all information contained above is correct to the best of my knowledge.

Signed _____ Date Signed _____

Print Name and Title _____

Brokers Company Name _____

Address _____

Telephone Number _____ Fax Number _____

EXHIBIT C
AFFIDAVIT OF MORAL INTEGRITY

STATE OF _____

Ss:

COUNTY OF _____

I, _____, the _____ (Pres., Vice Pres., Owner/Partner) of

_____ (Broker), being first duly sworn, deposes and says:

1. That the Broker wishes to demonstrate moral integrity in accordance with the services to be rendered/goods to be provided in accordance with the Broker's proposal.

2. That as of the date of signing this Affidavit, neither Broker nor any of its Principals, Owners, Officers, or Directors are involved in any Federal, State or other Governmental Investigation concerning criminal or quasi-criminal violations, except as follows: **(If none, so state):**

3. Broker further states that neither the Broker, nor any of its Principals, Owners, Officers or Directors, has ever engaged in any violation of a Federal or State Criminal Statute; or ever been indicted, convicted, or entered a plea of guilty, *non vult* or *nolo contendere* to any violation of a Federal or State Criminal Statute; or ever engaged in violation of any nature regarding work on the Agreements performed by it, except as follows: **(If none, so state):**

4. That Broker authorizes any depository or other agency to supply the Authority with any information necessary to verify any statement made in this Affidavit of Moral Integrity.

5. That as of the date of signing this Affidavit, outstanding liens filed against this Broker are as follows: **(if none, so state).**

6. That the undersigned, being authorized to act on behalf of Broker certifies that I am personally acquainted with the operations of said Broker, have full knowledge of the factual basis comprising the contents of this Affidavit of Moral Integrity and that the same are true to my knowledge.

7. That this Affidavit of Moral Integrity is made to induce the Authority to accept the Broker as a qualified provider of goods and/or services, knowing that the said New Jersey Turnpike Authority relies upon the truth of the statements herein contained.

Sworn and Subscribed to Before Me This

____ Day of _____ 20__

Signature

Notary Public

Title

(Corporate Seal)

EXHIBIT D

Ownership Disclosure Form

OWNERSHIP DISCLOSURE FORM

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE & PROPERTY
STATE OF NEW JERSEY
33 W. STATE ST., 9TH FLOOR
PO BOX 230
TRENTON, NEW JERSEY 08625-0230

BIDDER: _____

INSTRUCTIONS: Provide below the names, home addresses, dates of birth, offices held and any ownership interest of all officers of the firm named above. If additional space is necessary, provide on an attached sheet.

<u>NAME</u>	<u>HOME ADDRESS</u>	<u>DATE OF BIRTH</u>	<u>OFFICE HELD</u>	<u>OWNERSHIP INTEREST</u> (Shares Owned or % of Partnership)

INSTRUCTIONS: Provide below the names, home addresses, dates of birth, and ownership interest of all individuals not listed above, and any partnerships, corporations and any other owner having a 10% or greater interest in the firm named above. If a listed owner is a corporation or partnership, provide below the same information for the holders of 10% or more interest in that corporation or partnership. If additional space is necessary, provide that information on an attached sheet. If there are no owners with 10% or more interest in your firm, enter "None" below. Complete the certification at the bottom of this form. If this form has previously been submitted to the Purchase Bureau in connection with another bid, indicate changes, if any, where appropriate, and complete the certification below.

<u>NAME</u>	<u>HOME ADDRESS</u>	<u>DATE OF BIRTH</u>	<u>OFFICE HELD</u>	<u>OWNERSHIP INTEREST</u> (Shares Owned or % of Partnership)

COMPLETE ALL QUESTIONS BELOW

	YES	NO
1. Within the past five years has another company or corporation had a 10% or greater interest in the firm identified above? (If yes, complete and attach a separate disclosure form reflecting previous ownership interests.)	_____	_____
2. Has any person or entity listed in this form or its attachments ever been arrested, charged, indicted or convicted in a criminal or disorderly persons matter by the State of New Jersey, any other State or the U.S. Government? (If yes, attach a detailed explanation for each instance)	_____	_____
3. Has any person or entity listed in this form or its attachments ever been suspended, debarred or otherwise declared ineligible by any agency of government from bidding or contracting to provide services, labor, material, or supplies? (If yes, attach a detailed explanation for each instance)	_____	_____
4. Are there now any criminal matters or debarment proceedings pending in which the firm and/or its officers and/or managers are involved? (If yes, attach a detailed explanation for each instance)	_____	_____
5. Has any Federal, State or Local license, permit or other similar authorization, necessary to perform the work applied for herein and held or applied for by any person or entity listed in this form, been suspended or revoked, or been the subject or any pending proceedings specifically seeking or litigating the issue of suspension or revocation? (If yes, attach a detailed explanation for each instance)	_____	_____

CERTIFICATION: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers or information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option, may declare any contract(s) resulting from this certification void and unenforceable.

I, being duly authorized, certify that the information supplied above, including all attached pages, is complete and correct to the best of my knowledge, I certify that all of the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Company Name: _____ (Signature)
 Address: _____ (Name)
 PRINT OR TYPE: _____ (Title)
 PRINT OR TYPE: _____
 FEIN/SSN#: _____
 Date _____

EXHIBIT E

VENDOR DISCLOSURE FORM

Please be advised that, the New Jersey Turnpike Authority (the "Authority") has developed this form under the policy and procedures in accordance with *N.J.S.A. 52:34-13.2*. Under this order, the Authority must consider the requirements of New Jersey's contracting laws, the best interests of the State of New Jersey and its citizens, as well as applicable federal and international requirements.

The Authority shall insure that all Brokers seeking to enter into the Services Agreement in which services are procured on his behalf must disclose:

- a. The location by country where the services under the Services Agreement will be performed;
and
- b. Any subcontracting of services under the contract and the location by country
where the subcontracted services will be performed.

LOCATION BY COUNTRY WHERE SERVICES UNDER THE SERVICES AGREEMENT WILL BE PERFORMED:

The Broker _____
(Location by Country)

Name: _____

Address: _____

Title: _____

Subcontractor: _____
(Location by Country)

Name: _____

Address: _____

Title: _____

I certify that all information is true and correct to the best of my knowledge.

Broker: _____ Title: _____

EXHIBIT F

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

RFP Number: _____

Broker: _____

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Executive Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a proposal:

☐ is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran,

AND

☐ is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the New Jersey Turnpike Authority under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the Broker, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

Name: _____ Relationship to Broker: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Broker Contact Name: _____ Contact Phone Number: _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

EXHIBIT G

NOTICE TO ALL PROPOSERS SET-OFF FOR STATE TAX

Please be advised that pursuant to P.L. 1995. c. 159, effective January 1, 1996 and notwithstanding any provision of the law to the contrary, whenever any taxpayer, partnership, or S corporation under the Agreement to provide goods or services or construction projects to the State of New Jersey or its agencies or instrumentalities, including the legislative and judicial branches of State government, is entitled to payment for those goods or services or construction projects and at the same time the taxpayer, or the partner or shareholder of that entity, is indebted for any State tax, the Director of the Division of Taxation shall seek to set-off that taxpayer's, partner's or shareholder's share of the payment due to the taxpayer, partnership, or S corporation. The amount of set-off shall not allow for the deduction of any expenses or other deductions which might be attributable to a partner or shareholder subject to set-off under this act. No payment shall be made to the taxpayer, the provider of goods or services, or the contractor or subcontractor of construction projects pending resolution of the indebtedness.

The Director of Division of Taxation shall give notice to the set-off to the taxpayer, the provider of goods or services, or the contract or subcontractor of construction projects and provide an opportunity for a hearing with thirty (30) days of such notice under the procedures for protests established under R.S. 54:49-18. No requests for conference, protest or subsequent appeal to the Tax Court from any protest under this section shall stay the collection of the indebtedness. Interest that may be payable by the State pursuant to P.L. 1987, c. 184 (c.52:32-32et seq.) to the taxpayer, the provider of goods or services, or the contractor or subcontractor of construction projects shall be stayed.

“I HAVE BEEN ADVISED OF THIS NOTICE.”

COMPANY_____

SIGNATURE_____

NAME_____

TITLE_____

DATE_____

EXHIBIT H

**NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION REQUIREMENT FOR DISCLOSURE OF
POLITICAL CONTRIBUTIONS**

All business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive in excess of \$50,000.00 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us

**DISCLOSURE OF CONTRIBUTIONS TO NEW JERSEY ELECTION LAW ENFORCEMENT
COMMISSION IN ACCORDANCE WITH N.J.S.A. 19:44A-2027**

STATE OF _____

:SS

COUNTY OF _____

I, _____ of the _____ of _____ in the County of _____ and the State of _____ of full age, being duly sworn according to law on my oath depose and say that:

I am _____, a _____ in the firm of _____
(Name) (Title, Position, etc.)

_____, the Broker making the Proposal in response to the Request for Proposal to Furnish and Provide the Services referenced herein; that I executed said Proposal with full authority to do so; and that the Broker acknowledges our responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if in receipt of in excess of \$50,000.00 from public entities in a calendar year. I further acknowledge that business entities are solely responsible for determining if filing is necessary and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the New Jersey Turnpike Authority relies upon the truth of the statements contained in said Proposal and in statements contained in this affidavit in awarding the Services Agreement for the Services.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such Services Agreement upon an agreement or understanding for commission, percentage proposerage, or contingent fee, except bona fide employees of the Broker, and as may be permitted by law.

Print Name: _____

Subscribed and Sworn to before me this _____ day of _____ 20____

Notary Public of _____

My Commission Expires: _____

EXHIBIT I

AFFIDAVIT OF NON-COLLUSION

STATE OF :
 :
COUNTY OF :

The undersigned, being duly sworn according to law, deposes and says:

1. That, as the party submitting the foregoing Proposal, that such Proposal is genuine and not collusive or a sham; that said Broker has not colluded, conspired, connived, or agreed, directly or indirectly, with any Broker or person, to put in a sham Proposal or to refrain from participating in this solicitation, and has not, in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the price of affiant or of any other Broker, or to fix any overhead, profit, or cost element of said price, or of that of any other Broker, or to secure any advantages against the New Jersey Turnpike Authority ("Authority"), or any person interested in the proposed Services Agreement; and that all statements in said Proposal are true.
2. That he/she has not been convicted or found liable for any act prohibited by state or federal law involving conspiracy or collusion with respect to proposing or bidding on any public contract within the last three years. Such act or conviction does not automatically disqualify a Broker, but may be grounds for administrative suspension or grounds for consideration by the Authority as to whether the Authority should decline to award the Services Agreement to such a Broker on the basis of a lack of responsibility. If Broker has been convicted of any act prohibited by state or federal law involving collusion with respect to proposing or bidding on any public contract within the past three years, Broker should attach an explanation of the circumstances surrounding that conviction.

FIRM NAME

NAME

TITLE

SIGNATURE

Subscribed and sworn to and
before me this day
of , 20____.

EXHIBIT J

NJ DIVISION OF REVENUE BUSINESS REGISTRATION
[Attach]

For information regarding the New Jersey Division of Revenue Business Registration Requirement, Brokers can contact the Bureau of Client Registration at (609) 292-9292.

If you wish to file your application online, you may do so by visiting the following website:
<http://www.nj.gov/treasury/revenue/forms/njreg.pdf>

EXHIBIT K

SMALL BUSINESS ENTERPRISE / MINORITY BUSINESS / WOMAN OWNED BUSINESS

SMALL / MINORITY / WOMAN BUSINESS ENTERPRISE FORM

If Broker is registered with the State of New Jersey as a Small Business Enterprise (SBE), and/or Certified as a Woman Business Enterprise (WBE) or Minority Business Enterprise (MBE) you must send a copy of the Registration/Certification Form with your Proposal. Please check off the gross receipt category of your business if registered as an SBE

- SBE CATEGORY 1 \$0- \$500,000 _____
- SBE CATEGORY 2 \$500,001 thru \$5,000,000 _____
- SBE CATEGORY 3 \$5,000,001 thru \$12,000,000 _____
- NOT APPLICABLE _____

SBE Registration # _____

Please check below if applicable

Woman Business Enterprise _____ Minority Business Enterprise _____

Broker Name: _____

EXHIBIT L

SMALL BUSINESS ENTERPRISE FORM

SBE FORM -- PROPOSED SCHEDULE OF SMALL BUSINESS ENTERPRISE PARTICIPATION

SMALL BUSINESS ENTERPRISE FORM

SBE FORM -- PROPOSED SCHEDULE OF SMALL BUSINESS ENTERPRISE PARTICIPATION

NAME & ADDRESS OF SBE (SUB)CONSULTANT SUPPLIER	TYPE OF WORK TO BE PERFORMED	ESTIMATED PERCENTAGE OF (SUB)CONSULTANT WORK

(Attach additional sheet if necessary)

Broker (Print Name)

Broker's SBE Liaison officer (if applicable)

Telephone Number

All Brokers must complete and submit this form with their Proposal (if no subcontracting is involved state so.)

EXHIBIT M

[Attach Certificate of Insurance or Letter from Broker]

APPENDICES

- 1. Draft Services Agreement**
- 2. State Contractor Political Contribution Compliance Public Law 2005, Chapter 51 and Executive Order 117**
- 3. Surplus Property Policy**
- 4. Surplus Property Listing**

Appendix 1

DRAFT AGREEMENT FOR REAL ESTATE BROKER SERVICES

THIS AGREEMENT (the "Agreement") is dated and effective _____, 201_ by and between the New Jersey Turnpike Authority, a body corporate and politic of the State of New Jersey, with its principal offices located at 581 Main Street, Woodbridge, New Jersey 07095 (the "Authority"); and _____, _____, having _____ principal offices at _____ (the "Broker").

WITNESSETH:

WHEREAS, the Authority requires real estate brokerage services in accordance with a Request for Proposal, dated as of _____ (collectively, with all addenda, the "RFP", attached hereto as Exhibit A); and

WHEREAS, the Broker is [a professional company which] [an individual who] is proficient and licensed in real estate brokerage services and has submitted to the Authority a written proposal, dated _____; and

WHEREAS, the Broker was invited to make an oral presentation to the Authority on _____, following which the Broker was further invited to submit a best and final offer ("BAFO"); and

WHEREAS, on _____, the Broker submitted in writing a BAFO which clarified and expanded upon the statements contained in the aforesaid _____ proposal (collectively, with the initial _____ proposal dated _____, 20__ , the "Proposal", attached hereto as Exhibit B); and

WHEREAS, the Authority evaluated the Proposal in accordance with the criteria stated in the RFP and, after comparison with other submitted proposals was deemed to be the most advantageous to the Authority; and

WHEREAS, on _____ the Authority adopted Agenda Item _____ awarding a professional services contract to the Broker; and

WHEREAS, the Authority wishes to memorialize and enter into this Agreement with the Broker setting forth the terms and conditions of the parties' rights and obligations with respect to the procurement of the services as hereinafter defined;

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. DEFINITIONS.

“Authority” shall mean the New Jersey Turnpike Authority as established in accordance with N.J.S.A. 27:23-1, et seq., and shall be the members of the Authority acting in accordance with said statute.

“Broker” shall mean _____, with its principal offices located at _____.

“Director” shall refer to the Authority’s General Counsel or his designee acting on his behalf as employees of the Authority with regard to this Agreement.

“Services” shall refer to the real estate brokers services provided in accordance with the Proposal and the RFP. The RFP and the Proposal are incorporated by reference into this Agreement and attached thereto as Exhibits A and B, respectively.

All other defined terms as used in this Agreement and not defined herein shall have the same meaning as defined and used in the RFP (Exhibit A) or the Proposal (Exhibit B), as the case may be.

2. COMPENSATION.

(a) The authorized amount of compensation to be paid to the Broker under this Agreement shall be [_____] in accordance with the Proposal. This compensation shall include all professional fees, administrative service fees and all material expenses. The Authority shall have the right to audit all payroll and direct costs or expenses of the Broker in accordance with Section 11 of this Agreement. The Broker shall keep available, for Authority inspection, records of all costs and expenses for a period of not less than five (5) years after the term of this Agreement.

(b) No increase in the compensation set forth in Section 2(a) hereof shall take effect unless such increased compensation is approved by the members of the Authority in accordance with the statutes and laws of the State of New Jersey. The Broker acknowledges and agrees to its responsibility to maintain control of all fees and expenses, and further acknowledges and agrees that the total compensation as set forth above shall not to be exceeded and is sufficient to complete the Services under the terms of this Agreement.

(c) Any payments made to the Broker by the Authority under the terms of this Agreement shall not be deemed a waiver of the Authority’s right to seek damages for remediation in the event there are any deficiencies in the Services.

(d) In the event of any conflicting claim or claims by the Broker regarding the right to receive payments that may be due, or to become due, from the Authority under the terms of this Agreement, the Authority may withhold the amount of payments pertinent to such conflicting claim or claims, as determined by the Authority, until such dispute, or disputes, be finally resolved to the reasonable satisfaction of the Authority.

3. STANDARD OF CARE. The Director may disapprove any item of Service rendered by the Broker if it is not in accordance with the requirements of the Agreement or the standard of care of the Broker as set forth herein. The Broker represents and warrants that it shall exercise that degree of care and skill ordinarily exercised under similar circumstances by members of its profession performing the kind of services hereunder and practicing in the same or similar locality at the same time. In the event of non-fulfillment of the foregoing warranty, upon written demand of the Authority, the Broker shall perform such corrective services (within the original scope of work) as may be necessary to conform to the foregoing warranty; provided further however, it is understood that the Director shall have the right throughout the term of the Agreement to review the Broker’s

work and request reasonable remedial efforts and corrections, provided that such changes or corrections are substantially consistent with the RFP and the Proposal, and are limited to ensuring that the Broker has provided the Services in accordance with the requirements of this Agreement and this standard of care. All costs incurred by the Broker in performing any corrective Services shall be borne by the Broker.

4. SERVICES. The Broker represents itself to be experienced and competent to perform the Services in accordance with the requirements of this Agreement and the Standard of Care set forth in Section 3 herein. The Broker agrees that the Services to be performed hereunder shall be those specified in the RFP and the Proposal. Should any ambiguity or conflict exist among the Agreement, the RFP, and the Proposal in the interpretation, scope or content of any term or condition, the language in the body of each of these documents shall supersede one another and control according to the hierarchy set forth in Section 25.

5. TERM. This Agreement shall be in effect for a period of two year(s) from the effective date of this Agreement. This Agreement also provides the Authority with the option for two additional (1) year extension(s) of the Services with the concurrence of the Broker for additional services necessary or incidental to the subject matter of this Agreement. During the term of the Agreement the Authority will have the right to procure additional services at the pricing and in conformity with the Services outlined in the Proposal.

6. PERSONNEL. The Broker agrees that the key personnel identified in the Proposal will be those individuals that are assigned to the Services, and that the assignment of such individuals is a material term of this Agreement. The Broker agrees to promptly notify the Authority in writing of the identity of any individuals that it desires to assign to perform the Services as a replacement for, or in addition to, the key individuals named and listed in the Proposal. All replacements shall be subject to the approval of the Authority; provided, however, that such approval will not be unreasonably withheld if any replacement possesses qualifications and experience that are equal to, or greater than, the subject of the replacement.

7. TERMINATION. This Agreement at the discretion of the Authority may be terminated or suspended by the parties pursuant to the following terms and conditions;

(a) The Authority may terminate the Agreement as follows:

- (i) Immediately upon failure by the Broker to remedy a material breach of its obligations under of this Agreement within five (5) days of the date of written notice from the Authority of such material breach;
- (ii) For convenience, upon thirty (30) days prior written notice by Authority;
- (iii) If the Broker shall become insolvent or make an assignment for the benefit of the creditors or files a voluntary petition in bankruptcy, or if any involuntary petition in bankruptcy is filed against the Broker and the act of bankruptcy alleged is not removed or dismissed within sixty (60) days;
- (iv) Immediately upon the indictment of Broker or one of its owners.

Then and in such case, the Authority may at its option forthwith terminate this Agreement;

(b) The Broker may terminate the Agreement as follows:

- (i) Upon thirty (30) days prior written notice to the Authority from the Broker upon failure to remedy a material breach of its obligations under this Agreement within

thirty (30) days of the written notice from the Broker to cure such material breach;

8. RESERVED.

9. OBLIGATION FOR TRANSITION. At such time as this Agreement is terminated, whether pursuant to Section 7 hereof or by the expiration of the term and/or extension of the term pursuant to Section 5 hereof, the Broker will make all reasonable efforts, in cooperation with the Authority and such parties as may be selected by the Authority to perform the Services after the termination of this Agreement in order to effect a smooth transition of services. In furtherance of this commitment, the Broker shall, for example, but without limitation, retain and timely transfer all relevant files (including electronic files) to the appropriate recipient, confer with the Authority, and with any other party at the Authority's instruction.

10. FORCE MAJEURE. Neither party shall be liable for any delays or failure in performance due to causes beyond its control, including but not limited to, acts of any government, war, natural disasters, strikes, civil disturbances, fires, equipment failure or failures of third parties to provide (or delays in so providing) equipment, software or services. The parties shall act, to the extent reasonably possible, to minimize any such delays. In the event either party is subject to delays due to such a cause for more than sixty (60) days, either party may, at its option, terminate this Agreement for convenience upon written notice to the other, or, upon mutual agreement, extend the time for performance by the period of time equal to the time lost, whether the delay is less than sixty (60) days or not.

11. RIGHT TO AUDIT. Broker shall:

(a) Permit during ordinary business hours for the term of this Agreement and for a period of five (5) years after final acceptance of the Services, the examination and audit by the officers, employees and representatives of the Authority of such records and books relating to the Services and also any records and books of any company which is owned or controlled by the Broker, or which owns or controls the Broker, if said company performs services similar to those performed by the Broker anywhere in the State of New Jersey.

(b) If any audit pursuant to Section 11(a) requires the Authority's officers, employees and representatives to travel outside the State of New Jersey to the Broker's principal place of business where the Broker's records and books are maintained, then the Broker shall bear the additional cost of the audit.

(c) The Authority shall provide reasonable prior notice to the Broker of any anticipated audit under this Section.

12. INSURANCE. The Broker shall procure and maintain at its own expense, for the entire term of the Agreement, insurance for liability for damages imposed by law, in accordance with Section V of the RFP.

NOTWITHSTANDING THAT MINIMUM AMOUNTS OF INSURANCE COVERAGE CARRIED OR REQUIRED TO BE CARRIED BY THE BROKER ARE SPECIFIED HEREIN, THE LIABILITY OF THE BROKER SHALL NOT BE LIMITED TO THE AMOUNTS SO SPECIFIED AND SHALL EXTEND TO ANY AND ALL LIABILITY IN EXCESS OF THE INSURANCE COVERAGES SO PROVIDED NOR SHALL THESE MINIMUM LIMITS PRECLUDE THE AUTHORITY FROM TAKING ANY ACTION AVAILABLE TO IT UNDER THE PROVISIONS OF THE AGREEMENT OR OTHERWISE IN LAW OR EQUITY.

13. INDEMNIFICATION. The Broker agrees to defend, indemnify and save harmless the Authority, its officers, employees, and agents and each and every one of them against and from all

liabilities, judgments, threatened, pending or completed actions, suits, demands for damages or costs of every kind and description actually and reasonably incurred (including attorneys' fees and costs and court costs) (collectively "Liabilities") including, without implied limitations, Liabilities for damage to property or Liabilities for injury or death of the officers, agents and employees of either the Broker or the Authority), resulting from any act or omission or willful misconduct of the Broker or any of its officers, agents, sub-consultants, or employees in any manner related to the subject matter of this Agreement. In the event that the Broker fails to defend, indemnify and save harmless the Authority, its officers, employees, and agents and each and every one of them in accordance with this Section, any money due to the Broker under and by virtue of this Agreement as shall be considered necessary by the Authority may be retained by the Authority and held until any and all Liabilities shall have been settled and suitable evidence to that effect furnished to the Authority. The obligations in this Section shall survive the termination, expiration or rescission of this Agreement.

14. EEO/AFFIRMATIVE ACTION. The Broker agrees that it does not discriminate in the hiring or promotion of any minorities, as designated by the Equal Employment Opportunity Commission of the United States of America, or the Division on Civil Rights of the New Jersey Department of Law and Public Safety; and that it does not discriminate against any person or persons on the basis of race, religion, color, national origin, nationality, ancestry, sex, marital status, domestic partnership status, familiar status and affectional or sexual orientation.

In addition, the Broker agrees to complete the appropriate forms attached as follows:

- (a) Mandatory Affirmative Action Language; and
- (b) State of New Jersey Affirmative Action Employee Information Report ("Form AA-302")

However, if the Broker maintains a current Letter of Federal Approval, or a current Certificate of Employee Information Report Approval as issued by the Department of the Treasury, State of New Jersey, it may be submitted in lieu of the Form AA-302.

15. DIVISION OF REVENUE REGISTRATION. Pursuant to the terms of *N.J.S.A. 52:32-44*, the Broker is required to provide to the Authority proof of valid business registration with the Division of Revenue in the Department of the Treasury, prior to entering into an agreement with the Authority. No agreement shall be entered into by the Authority unless the Broker first provides proof of valid business registration. The Broker is required to receive from any sub-consultant it uses for goods and services under this Agreement, proof of valid business registration with the Division of Revenue. No sub-consultant agreement shall be entered into on account of any agreement with the Authority unless the sub-consultant first provides proof of valid business registration.

16. CONFIDENTIALITY.

(a) Each party agrees that all information and materials shared under the terms of this Agreement are privileged and shall be held in strict confidence by the receiving party and shall only be used in connection with the purposes of this Agreement to conduct such other activities as are necessary and proper to carry out the purposes of this Agreement. Each party shall take all necessary and appropriate measures to ensure that any person who is granted access to any shared information or materials or who participates in work on common projects or who otherwise assists any counsel or technical Broker in connection with the performance of this Agreement complies with the terms of this Agreement. Each party shall protect from disclosure all information and materials shared by the parties and their respective counsel, or with technical Brokers, to the fullest extent permitted by law.

(b) Upon the termination or expiration of this Agreement, to the extent reasonably practicable, confidential materials shall be returned to the disclosing party, including all copies thereof. Following

termination, each party shall remain obligated to preserve the confidentiality of all confidential information received or disclosed pursuant to this Agreement.

(c) In the event information or materials disclosed under this Agreement are sought by a third party by way of subpoena, request pursuant to the Open Public Records Act, *N.J.S.A. 10:4-6 et seq.*, or by any other manner, the party receiving the request will promptly notify the other party to enable it to respond to such request and each party shall take all necessary and appropriate steps to invoke any applicable privileges to prevent disclosure, and the Broker shall have primary responsibility to defend any attempt by a third party to obtain from the Authority any information which the Broker considers to be confidential.

17. NEWS RELEASES. No news releases pertaining to the Services shall be made without the Authority's prior approval which shall not be unreasonably withheld, conditioned or delayed.

18. NOTICES. Any notices to the Parties pursuant to the terms of this Agreement shall be in writing and addressed to:

As to [Broker]:

As to New Jersey Turnpike Authority:

General Counsel
New Jersey Turnpike Authority
P.O. Box 5042
Woodbridge, New Jersey 07095

19. PERSONAL LIABILITY. In carrying out the provisions of this Agreement, or in exercising any power or authority granted it by its position, the Broker agrees that neither the members of the Authority nor any officer, agent or employee of the Authority shall be personally charged by the Broker with any liability.

20. APPLICABLE LAWS. The Broker shall perform the Services in compliance with all applicable Federal, state, and local laws, ordinances, rules, regulations and orders.

21. GOVERNING LAW. The terms of this Agreement shall be governed by and construed under the laws of the State of New Jersey. Any action brought by either party involving any dispute related to this Agreement shall be brought only in the Superior Court of the State of New Jersey.

22. INDEPENDENT CONTRACTOR. Neither party shall be considered nor hold itself out as an agent of the other, it being acknowledged that neither party has the authority to bind the other. The Broker shall perform the Services as an independent contractor.

23. ASSIGNMENT. This Agreement, or any part thereof, shall not be assigned by the Broker, without the specific prior written permission of the Authority. Any attempted assignment without such prior permission shall be null and void.

24. FOREIGN CORPORATION. The Broker agrees that, if applicable, it shall register as a "Foreign Corporation" with the Office of the Secretary of New Jersey, designating a resident agent for the service of process and shall provide written proof of such registration prior to the Authority's execution of this Agreement.

25. INTEGRATION. This Agreement, together with Exhibits A and B, constitutes the entire Agreement between the parties and supersedes all provisions, agreements, promises, representations,

whether written or oral, between the parties with respect to the subject matter herein.

Should any ambiguity or conflict exist among this Agreement, Exhibit A (the RFP) and Exhibit B (the Proposal) in the interpretation, scope or content of any term or condition, the language in the body of each of these documents shall supersede one another and control according to the following hierarchy:

- (a) Agreement;
- (b) RFP (Exhibit A)
- (c) Proposal (Exhibit B);

[Notwithstanding the foregoing, the following sections of the Proposal shall take precedence over Section _____ of the RFP.]

26. PARTIES BOUND. This Agreement shall be binding upon the Broker and the Authority, their respective successors and assigns.

27. SEVERABILITY. If any provision of this Agreement shall be declared invalid or illegal for any reason whatsoever, then, notwithstanding such invalidity or illegality, the remaining terms and provisions of this Agreement shall remain in full force and effect in the same manner as if the invalid or illegal provision did not exist herein.

28. CODE OF ETHICS. The Broker is advised that the Authority has promulgated a Code of Ethics pursuant to the laws of the State of New Jersey, a copy of which has been previously provided. By entering into this Agreement, the Broker agrees to be subject to the intent and purpose of said code and to the requirements of the State Ethics Commission.

29. PROFESSIONAL SERVICES AGREEMENT. This Agreement between the parties is an Agreement for Professional Services within the meaning of the Statutes and Laws of the State of New Jersey.

30. SECTION HEADINGS. The Section headings herein contained have been inserted only as a matter of convenience or reference and in no way define, limit or describe the scope or intent of any terms or provisions of this Agreement.

[Signatures on following page]

IN WITNESS THEREOF, the Parties have caused their duly authorized representatives to execute this Agreement and to affix their respective corporate seals on the day and year first above written.

ATTEST:

NEW JERSEY TURNPIKE AUTHORITY

Sheri Czajkowski
Assistant Secretary

[Corporate Seal]

By:_____
Joseph W. Mrozek Jr.
Executive Director

Approved by the Law Department

ATTEST:

NAME OF BROKER

[Name]
[Title]
[Corporate Seal]

By:_____
[Name]
[Title]

Services Agreement

Exhibit A

[RFP]

Services Agreement

Exhibit B

[Proposal]

Appendix 2

State Contractor Political Contributions Compliance Public Law 2005, Chapter 51 and Executive Order 117

In order to safeguard the integrity of State government procurement by imposing restrictions to insulate the award of State contracts from political contributions that pose the risk of improper influence, purchase of access, or the appearance thereof, Executive Order 134 (McGreevey) was signed on September 22, 2004 and became effective October 15, 2004. EO134 was applicable to all State agencies, the principal departments of the executive branch, any division, board, bureau, office, commission within or created by a principal executive branch department, and any independent State authority, board, commission, instrumentality or agency. EO134 was superseded by P.L. 2005, c. 51, signed into law on March 22, 2005 ("Chapter 51"). In September 2008, Executive Order 117 (Corzine) was signed and became effective November 15, 2008. EO117, which applies only prospectively, extends Chapter 51's political contribution restrictions by expanding the definition of "business entity" to include, for example, more corporate shareholders and sole proprietors. EO117 and Chapter 51 contain restrictions and reporting requirements that will necessitate a thorough review of their provisions by bidders.

Pursuant to the requirements of Chapter 51 and EO117, the terms and conditions set forth in this Appendix are material terms of any contract entered into by the Authority.

DEFINITIONS

For the purpose of this Appendix, the following shall be defined as follows:

a) "**Contribution**" – means a contribution reportable by the recipient under the New Jersey Campaign Contributions and Expenditures Reporting Act, P.L. 1973, c. 83, *N.J.S.A. 19:44A-1 et seq.*, and implementing regulations set forth at *N.J.A.C. 19:25-7* and *N.J.A.C. 19:25-10.1 et seq.*, made on or after October 15, 2004. As of January 1, 2005, contributions in excess of \$300 are reportable.

b) "**Business Entity**" – means any natural or legal person; business corporation (and any officer, person, or business entity that owns or controls 10% or more of the corporation's stock); professional services corporation (and any of its officers or shareholders); limited liability company (and any members); general partnership (and any partners); limited partnership (and any partners); in the case of a sole proprietorship: the proprietor; a business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other state or foreign jurisdiction, including its principals, officers, or partners. The definition of a business entity also includes (i) all principals who own or control more than 10 percent of the profits or assets of a business entity; (ii) any subsidiaries directly or indirectly controlled by the business entity; (iii) any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee; and (iv) if a business entity is a natural person, that person's spouse, civil union partner or child, residing in the same household, except for contributions by spouses, civil union partners, or resident children to a candidate for whom the contributor is eligible to vote, or to a political party committee within whose jurisdiction the contributor resides.

PROHIBITION ON THE AGREEMENTS/BREACH OF EXISTING THE AGREEMENT

As set forth in Chapter 51 and EO117, the Authority shall not enter into a the Agreement to procure from any Business Entity services or any material, supplies or equipment, or to acquire, sell or lease any land or building, where the value of the transaction exceeds \$17,500, if that Business Entity has solicited or made any contribution of money, or pledge of contribution, including in-kind contributions, to a candidate committee and/or election fund of any candidate for or holder of the public office of Governor or Lieutenant Governor, or to any State, county or municipal political party committee, or legislative leadership committee during specified time periods.

Further, it shall be a breach of the terms of any contract with the Authority for any Business Entity who has been awarded the contract, during the term of the contract or any extension thereof, to:

- (i) make or solicit a contribution in violation of Chapter 51 or EO117;
- (ii) knowingly conceal or misrepresent a contribution given or received;
- (iii) make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution;
- (iv) make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate of holder of the public office of Governor or Lieutenant Governor, or to any State, county or municipal party committee, or legislative leadership committee;
- (v) engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the Business Entity itself, would subject that entity to the restrictions of Chapter 51 or EO117;
- (vi) fund contributions made by third parties, including consultants, attorneys, family members, and employees;
- (vii) engage in any exchange of contributions to circumvent the intent of Chapter 51 or EO117; or
- (viii) directly or indirectly through or by any other person or means, do any act which would subject that entity to the restrictions of Chapter 51 or EO117.

CERTIFICATION AND DISCLOSURE REQUIREMENTS

Prior to the award of any contract or agreement, the Authority shall notify any Business Entity to which it intends to award a contract of the need to submit to the Authority a completed Certification and Disclosure of Political Contributions form, as issued by the State Treasurer. **The intended awardee will receive the applicable form from the Authority's Procurement and Materials Management Department to be completed and returned to the Authority for submission to the State Treasurer.**

In completing this form, the Business Entity must certify that no contributions prohibited by Chapter 51 or EO117 have been made by the Business Entity and must report all contributions the Business Entity made during the preceding four years to any political organization organized under 26 U.S.C. § 527 of the Internal Revenue Code that also meets the definition of a "continuing political committee" within the meaning of *N.J.S.A. 19:44A-3(n)* and *N.J.A.C. 19:25-1.7*. Failure to submit the required forms will preclude award of the contract at issue, as well as future contract opportunities.

Upon approval by the State Treasurer, the Authority will prepare the Services Agreement for execution. However, if the State Treasurer determines that any contribution or action by a Business Entity poses a conflict of interest in the awarding of the contract or agreement at issue, the State Treasurer shall disqualify the Business Entity from award of such contract.

Once approved by the State Treasurer, a Business Entity's Political Contributions Certification is valid for a two (2) year period from the date of approval. If, prior to the award of a contract, the State

Treasurer confirms to the Authority that the intended awardee has an approved certification that will remain valid for the term of the contract, the Authority may waive the requirement that the awardee complete an additional Certification and Disclosure of Political Contributions form.

Any Business Entity entering into a contract with the Authority is required, on a continuing basis, to report to the Authority any contributions it makes during the term of the contract, and any extension(s) thereof, at the time any such contribution is made. Such reports shall be subject to review by the Authority and the State Treasurer. If the State Treasurer determines that any such contribution poses a conflict of interest, such contribution shall be deemed a material breach of the contract or agreement at issue

Appendix 3

NEW JERSEY TURNPIKE AUTHORITY

SURPLUS PROPERTY POLICY

On July 25, 1972, the New Jersey Turnpike Authority ("Authority") adopted a formal policy regarding the disposal of surplus property. Surplus property means any excess property not required for the needs or discharge of responsibility of the Authority. On July 19, 1982, this policy was amended to provide that a minimum bid price be required for all competitively bid surplus property disposal. The Authority would now like to amend this policy in order to stream-line the process and refine the procedures required. This new policy is as follows:

1. The Authority shall designate a member of the Law Department (the "Lead Person") to coordinate the disposal of surplus property and to ensure all sales of surplus property are performed in compliance with the policy. The Lead Person shall create a master list of all property owned by the Authority which may be considered for sale as surplus property and shall keep records on any action taken with regard to the sale of any parcel. The Lead Person shall determine how the property was originally acquired and whether any impediments to sale are imposed on the Authority as a result of the method of acquisition.

2. The Authority shall perform a "last owner of record" or other appropriate title search of all the property on the master

list. The Authority shall also determine whether it desires to impose any appropriate restrictions on the use or sale of the property.

3. The Authority shall simultaneously request certifications from the following individuals or entities, stating that the property, to the best of their knowledge is properly categorized as surplus property and may be sold by the Authority: the Authority's Director of Maintenance and Engineering Services/ Chief Engineer; the Authority's Director of Operations; and the Authority's General Engineering Consultant. A sample certification is attached hereto as Exhibit A. A parcel property map shall be attached to these certifications.

4. All property determined to be surplus property shall be submitted to the Commissioners for their formal approval of the property as surplus and to preliminarily authorize disposal of any surplus property in accordance with the terms of this surplus property policy. Final disposition of any surplus property shall be approved by further Commission action.

5. Following receipt of the certifications and the approval of the Commissioners, the Authority shall direct the environmental coordinator or the Lead Person to consider the environmental condition of the property and, when appropriate, to perform a due diligence inquiry of the environmental condition of

the property. Such inquiry shall include, but not be limited to the following: 1) filing for a declaration of non-applicability of ISRA and ECRA from the New Jersey Department of Environmental Protection (DEP); 2) conducting a due diligence review to determine whether any portion of the property has been designated as wetlands, wetlands transition areas, wetlands buffers or is in a waterfront development zone; and 3) determining whether the property is on the U.S.EPA or DEP list of hazardous waste sites.

6. The Authority shall contact the appropriate governmental entities, including, but not limited to, the municipality or municipalities in which the property is located, the State or any subdivision of the State which would have a reasonable interest in the property, and the appropriate public utilities, to inquire as to whether any such party would be in need of the surplus property. The notified parties must contact the Authority with any comments and/or responses within fifteen (15) calendar days following notification.

7. Following the completion of the steps specified above, the Lead Person shall then request the Executive Director of the Authority to provide his or her approval to take those actions necessary to dispose of the surplus property.

8. An appraisal of the property to be disposed of shall then be requested and obtained by the Law Department in order to determine the approximate fair market value of the property.

9. All disposal of surplus property by the Authority shall be made after publicly advertising for bids pursuant to this policy, except that the Authority is exempt from these competitive bidding requirements under any one of the following circumstances:

- a. When negotiations are conducted with a governmental entity including, but not limited to, a municipality, the State or any subdivision of the State, or a public utility;
- b. When negotiations are conducted with a not-for-profit entity that is interested in maintaining the property solely for public purposes;
- c. When negotiations are conducted for surplus property which is landlocked, undersized or severely impaired;
- d. When the Authority needs to use the surplus property as an even swap for other property which the Authority needs to acquire for its Right-of-Way or that the Authority needs to transfer for another purpose, for example wetlands mitigation, which is in furtherance of any Authority project;

- e. When the character or condition of the property or unusual circumstances make it impractical to advertise publicly for competitive bids;
- f. When the estimated fair market value of the property involved does not exceed \$1,000;
- g. When bid prices after advertising are not reasonable and the Authority determines it in the best interest to negotiate the price.

10. Disposal by Negotiation:

a. If the Authority determines that, for any of the reasons set forth in Section 9 above, competitive bidding is not required for the particular parcel, the Authority may commence negotiations with the appropriate interested party ("Interested Party").

b. Following a successful negotiation for the sale of the property, an agenda item requesting approval of the agreed upon price and requesting authorization to enter into a contract for sale with the prospective purchaser shall be prepared for submission at the next Commissioners meeting. The contract for sale shall be substantially in the form attached hereto as Exhibit B.

c. If the Commissioners approve the agreed upon price and authorize entering into the contract, the contract for sale shall be forwarded to the Interested Party along with a letter advising the Interested Party that the offer has been accepted and requesting the Interested Party to execute the contract and contact the Authority to arrange a closing date which shall be arranged as soon as practicable.

11. Disposal by Competitive Bids:

a. The advertisement for bids shall be sent to two appropriate newspapers or journals, one with State-wide and one with local circulation (both of which are circulated within the municipality or municipalities in which the property is situated), to be printed at least once a week during two consecutive weeks, the last publication of which is to be at least seven days prior to such bid. The advertisement for bids shall include the specified date for the opening of bids. No minimum bid price or "upset" price is required for the bid.

b. Any party who had contacted the Authority within six months prior to the date of bid advertisement regarding the purchase of the property will be advised by the Authority in writing as to when the property will be advertised and in which newspaper.

c. Bid forms shall be sent to any party, upon request, on or after the day the advertisement first appears.

d. Bidders shall be required to submit a deposit with their bids equaling 10% of their bid price by certified, cashiers check, bank check or money order. No cash or personal checks shall be accepted.

e. All bids shall be submitted in person on the date and time specified in the bid package.

f. Bids shall be publicly opened at the place and time stated in the advertisement and bid package.

g. After bid opening, the 10% deposit check of the highest bidder shall be forwarded to the Director of Finance and Budgets with a memo of transmittal which shall be immediately deposited by the Director of Finance and Budgets. In the event of default by the bidder, this sum shall be retained as liquidated damages. In the event the property is transferred to the bidder, Authority will credit the amount of deposit, without interest, against the purchase price.

h. The other bids and deposits shall be retained until the Commissioners grant approval of the highest bid. Once the Commissioners approve the highest bid, the other deposits shall

be returned to the respective bidders along with a letter advising them of the award to the highest bidder.

i. Award shall be made as soon as practicable by notice to the highest responsible bidder; provided, however, that all bids may be rejected when it is in the interest of the Authority to do so.

j. An agenda item requesting approval of the sale to the highest bidder and authority to enter into a contract for sale of the property shall be prepared for submission at the Commissioners meeting. The contract for sale shall be substantially in the form attached hereto as Exhibit B.

k. After the Commissioners have approved the highest bid and authorized the entering into the contract, a contract for sale of the property shall be forwarded to the bidder, along with a letter advising that the bid has been accepted and requesting the bidder to execute the contract and contact the Authority to set up a closing date, which shall not be later than 60 days after the Commissioner's approval. A copy of this letter is forwarded to the Director of Finance and Budgets.

l. If no bids are received after advertising, the property may be placed in the hands of local realtors for sale on behalf of the Authority with the understanding that approval of the

sale by the Authority must be obtained prior to closing. Such approval process shall substantially conform to the approval process set forth in Section 10.b. and 10.c. of this policy.

12. Following receipt of the contract for sale which has been executed by the party acquiring the property, whether the contract resulted from a negotiation or competitive bid, the Authority will execute the contract and close on the property.

13. Changes in job titles or department names shall not impact on the validity of this policy; the policy shall be interpreted so that the successors to those job titles and/or departments will provide the functions delineated herein.

Appendix 4

SURPLUS PROPERTY LISTING (as of May 2014)

<u>NJTA Parcel ID</u>	<u>Municipality</u>	<u>County</u>	<u>Block</u>	<u>Lot</u>	<u>Address</u>	<u>Size</u>	<u>Zoning</u>	<u>Improvements?</u>	<u>Min. Bid Price</u>
4630X	Toms River	Ocean	410.03	42	105 Dugan Lane	1 acre	R-400	one story single family home (1304 sf) 2BR, 1BTH. As is condition	\$165,000
4429X	Berkeley Twp.	Ocean	355	3	588 Forest Hills Parkway	15,000 sf	R-150	one story single family home (1798 sf) 3BR, 2BTH. As is condition	\$175,000
325X	Elizabeth	Union	5	30	224-226 Atlantic Street	4925 sf	R-2	vacant land	\$85,000
330X	Elizabeth	Union	5	25	214 Atlantic Street	2300 sf	R-2	vacant land	\$40,000
329X	Elizabeth	Union	5	26	216 Atlantic Street	2375 sf	R-2	vacant land	\$40,000
328X	Elizabeth	Union	5	27	218 Atlantic Street	2375 sf	R-2	vacant land	\$40,000
336X	Elizabeth	Union	5	19	200-202 Atlantic Street	4250 sf	R-2	vacant land	\$75,000
335X	Elizabeth	Union	5	20	204 Atlantic Street	2125 sf	R-2	vacant land	\$35,000
341X	Elizabeth	Union	5	14	42 Atlantic Street	2050 sf	R-2	vacant land	\$35,000
340X	Elizabeth	Union	5	15	44 Atlantic Street	2050 sf	R-2	vacant land	\$35,000
339X	Elizabeth	Union	5	16	46 Atlantic Street	2050 sf	R-2	vacant land	\$35,000
345X	Elizabeth	Union	5	10	32 Atlantic Street	2050 sf	R-2	vacant land	\$35,000
344X	Elizabeth	Union	5	11	34-36 Atlantic Street	4100 sf	R-2	vacant land	\$70,000
343X	Elizabeth	Union	5	12	38 Atlantic Street	2050 sf	R-2	vacant land	\$35,000
332X	Elizabeth	Union	5	23	210 Atlantic Street	2188 sf	R-2	vacant land	\$37,000